

Seattle HIV/AIDS Planning Council

Minutes ☿ February 11, 2008

4:00pm - 6:30pm

2100 Building – 2100 24th Avenue South, 98144

Council Members Present: *Richard Aleshire, Amy Bauer, Charlie Curvin, Shireesha Dhanireddy, Kate Elling, Bill Hall, Sarah Kent, Gerrie LaQuey, Higinio Martinez, Andrew Murphy, Kris Nyrop, Ron Padgett, Jodie Pezzi, Tony Radovich, David Richart, German Rodriguez, Pam Ryan, Erick Seelbach, Bob Wood*

Council Members Not Yet Approved by the Executive Present: Lina Ali, Marcos Martinez, Eric Miles

Council Members Absent: *Heath Bouldin (emeritus), Jim Elliott, Brandie Flood, Melinda Giovengo, Kieu-Anh King, Arthur Padilla, Kevin Patz*

Planning Council Staff Present: Jesse Chipps, Harnik Gulati, Natalia Ospina (minutes)

Health Department Staff Present: Barb Gamble, Jeff Natter

Guests: Philip Doles, Justin Hahn, David Lee, Michael Raitt, Lisa Schafer

Italics denote Planning Council Membership.

I. Welcome, Introductions and Announcements

- Bill announced that he will start working full-time with Plymouth Housing on Wednesday, 2/13.
- Shireesha announced that she and Ron attended the EIP Steering Committee meeting last week. The group voted to recommend that EIP eligibility be changed to cover individuals up to 500% above the federal poverty from the current 300%. Individuals earning between 300 – 500% above the federal poverty level would have to pay \$500/month to receive coverage in order to only raise costs to EIP minimally. While this is not preferable to insurance, it would allow individuals without insurance to obtain cheaper medications by getting their medications at EIP's discounted rate rather than having to pay full retail. Richard has a meeting with DOH management next week to explore the possibility of EIP being able to raise the eligibility. EIP reinstated dental coverage for non-King county clients with a cap of \$2500 yearly with funds being shared by Lifelong AIDS Alliance from funds received by them from last year's State Legislative session. Lastly, the new drug, Etravirine (Intelence), was approved and is now available.
- Ron announced that the AACT Committee meeting will be on Wednesday, 2/20, in the 2100 Building, Room B.
- Jesse announced that this is Harnik's last meeting, and invited the Council to attend his going away party next Thursday, 2/21, 3:00 – 5:00 p.m. at the Yesler Building.

[Bob arrived at 4:10 p.m.]

- Jesse established that Eric, Marcos and Lina have not received their approval letters from the King County Executive, and thus are unable to vote or count towards meeting quorum.

II. Meeting Agenda

Barb inquired if SPG representation should be discussed at this meeting, or at the March meeting. Jesse added that the Council needed to nominate Council Co-Chairs as well, and suggested that these nominations be discussed at the end of today's meeting if time allows.

☑ The agenda was approved as amended by acclamation.

III. January Meeting Minutes

MOTION: German moved to approve the January minutes as written; Tony seconded. The motion passed unanimously. Amy, Bob, Higinio, and Shireesha abstained.

☑ The January minutes were approved as written.

IV. Grantee Updates

- Jeff announced that he attended a local regional meeting on client-level data reporting sponsored by HRSA on February 1st. The purpose of the meeting was to elicit feedback from people in the Northwest region on the congressional mandate for client-level data reporting. Jeff noted that attendees were not too happy with the proposed reporting because it will require a lot of work. HRSA is still soliciting feedback from all grantees, but is mandating that the TGA has some sort of client-level data reporting by the beginning of 2009.

Gerrie, who was also at the meeting, informed the group that the TGA will be required to change its reporting scope from Ryan White eligible clients to Ryan White *funded* clients, which will require an incredible amount of minutia to calculate when individual clients are receiving Ryan White funds and when they are not (funding sources vary frequently). She added that this raises real potential problematic red flags for many people. Jeff added that this will more likely be a nightmare for agencies funded through multiple sources.

Jeff reminded the group that it will be a challenge to implement this level of reporting in a system as far along as the Seattle TGA.

David informed the group that Los Angeles has client-level data reporting. Because the distribution of food is not a core service, the EMA has to connect it to core. They go into their database, and if a particular client has not visited a doctor in the last six months, they deny them food. David noted that he was told that the L.A. Planning Council made that decision, but does not know if that is actually the case. Jeff added that there is nothing in the legislation demanding this type of use of the client-level data.

Gerrie noted that this new change should not cause complications for consumers, and that the confusion will be at the provider level.

Jesse announced that there is a statewide group comprised of providers that is meeting on this, and would probably love to have consumers at the table. She asked that Council members contact Richard Aleshire if they are interested.

- Barb reported that the CDC has received a 12-month extension on the current program announcement. (The program announcement is the way that the CDC provides HIV prevention grants to the states.) This extension appears to be related to the delayed release of the new Community Planning Guidance that was supposed to be issued last fall. The SPG has voted to update the current state prevention plan for another year (thus having the state plan extend to 2009) rather than developing a new prevention plan based on the current planning guidance. The concern is that significant changes to the planning guidance would require having to do prioritization all over which would be an unnecessary duplication of effort. The CDC has asked for an additional 12-month extension, which would delay the state prioritization process another year, but there's no decision yet on that request.
- Jeff and Barb presented "HIV/AIDS Program Funding Procurement Processes" (handout attached to the official record). A question was asked about whether the Grantee has to follow Council caveats and sub-priorities. Jeff responded that the Grantee is held to the plan created by the Council, unless the caveat is illegal. However, because the grantee is present at prioritization processes, he or she would warn the committee about that in advance—so that has never been a problem.

V. Care Prioritization for 2009-10

- Jesse reported a change in the date for the Increment/Decrement meeting. The date was changed from 2/25 to 3/3, and the meeting will take place at the 2100 Building, 2 – 6 p.m. Jesse noted that it is expected that 2009-2010 Prioritization members attend that meeting.
- The group reviewed the 2009 – 2010 Care Prioritization membership. Jesse noted that German should be added to the list, and that she is waiting to hear back from Heath, who is on emeritus, about his participation in the process. She added that Kevin Patz may not be able to participate after all, depending on his health.

MOTION: Kris moved to accept the 2009 – 2010 Care Prioritization membership roster as amended. Erick Seelbach seconded. There was no discussion.

☑ The motion passed unanimously (19 in favor).

- The group next reviewed the proposed decision-making process for prioritization.

MOTION: German moved to accept the 2009 – 2010 Care Prioritization decision-making process as written. Gerrie seconded.

Discussion: In response to a question, Jesse explained how the decision-making process for Care was different from the most recent Prevention prioritization. She noted that in Care, conflicted members are unable to hold up consensus or vote only in the category in which they're conflicted. In Prevention, these members would not be able to hold up consensus or vote in **any** category.

☑ The motion passed unanimously (19 in favor).

- Jesse requested that Andrew attend the 3/3 Increment/Decrement meeting for 2008, (even though he is unable to do the full prioritization process) as he was part of the original process. He accepted.

VI. Council Bylaws

- Jesse noted that the Bylaws discussion that was taking place via email should instead take place at public Council meetings, and therefore asked that the comments made by email be summarized. Members summarized the email discussion as: Certain members were concerned about the proposed requirement to join committees. Members were worried that this requirement may be a bit much for those who work full-time and already have enough on their plates by simply attending Council meetings and prioritization. Others felt that committee participation was part of the commitment to the effective functioning of the Council.
- The Council discussed concerns about mandatory committee membership. Issues raised included: it would be difficult to recruit/retain members who would be able to commit not only to regular Council meetings and prioritization, but regular committee meetings as well; committees not having enough members to function effectively unless membership is a requirement; mandatory membership may be offensive to certain cultures in which it is unacceptable to tell volunteers they have to participate in something; and having unequal participation and representation on the Council (making committee membership a requirement would distribute the Council's responsibilities more evenly). In addition, several members felt that committee membership was part of the commitment of being a Council member. The group discussed whether to eliminate the requirement altogether and state that committee membership is highly recommended, or to instill exemptions to mandatory membership.
- Kris reminded the group that the Bylaws had to be approved or rejected as a whole. Concerns would have to be raised to the Co-Chairs for revision. Gerrie added that the Bylaws Committee would welcome concerned members to join in making the revisions.
- Jesse explained the different committees and went around the room announcing which committee every member in attendance was part of. She clarified that currently, committee membership is not required, but is highly recommended. Participation in one prioritization per term is required.
- Tony invited those members who had issues with mandatory committee attendance to join in revising the Bylaws, at the very least to send revision suggestions via email.

MOTION: David Richart moved to accept the proposed Bylaws as written. Higinio seconded.

☑ The motion failed (18 opposed; David Richart abstained).

🌀 ACTION ITEM: *The Co-Chairs will revise the Bylaws so that they will state that it is highly recommended (but not required) that Council members participate on Committees. Jesse will email the revisions to the Council so that the Council may be able to vote on them at the March meeting.*

VII. Cooperative Agreement Between the Council and Public Health

Tony announced that the Cooperative Agreement Committee has met three times. They have reviewed supervision and the staffing-model. The group will be discussing roles and responsibilities at the next meeting. Tony mentioned that the group is simplifying the current Cooperative Agreement.

Kris added that the Agreement will probably be ready for the Council to review in April. He noted that the Agreement is the official document which spells out the relationship between the Planning Council and the Health Department. The document describes the roles and responsibilities of the Council, the Council administrator and staff, grantee staff, and the HIV/AIDS Program in general. Jesse noted that there will be a side-by-side comparison of the current and proposed versions once it is ready to be presented.

VIII. Membership Committee

- Jodie announced that Council applicants David Lee and Michael Raitt were up for Council approval at today's meeting.

David Lee introduced himself. He stated that he works at the NW AIDS Education and Training Center and that he previously worked as a case manager at the Madison Clinic. He previously served on the Houston, TX Planning Council, and is currently serving as Vice Chair on the Washington Governor's Advisory Council on HIV/AIDS.

Michael Raitt introduced himself as a counselor in private practice. He has been personally impacted by HIV/AIDS, and used to teach in the Seattle Public School System.

MOTION: Gerrie moved to approve Michael Raitt for Council membership. Amy seconded.

☑ The motion passed unanimously with 19 in favor.

MOTION: Gerrie moved to approve David Lee for Council membership. Kate seconded.

☑ The motion passed unanimously with 19 in favor.

Gerrie announced that David and Michael could sit at the table, but they would be unable to vote until the King County Executive officially appointed them.

- Jodie introduced Council applicants, Philip Doles and Ruth Njoroge, to the group.
- Gerrie reported that membership gaps were pretty well filled. She noted that the Committee is looking for a Latino/Latina consumer, and added that the Committee has successfully recruited Marcos to join the group.
- Jesse announced that the Membership Committee is interested in improving retention of Council members, and thus has come up with a new survey for people who have been on Council for three months. She noted that Eric, Sarah and Kate will be receiving this survey at today's meeting.

IX. Increment/Decrement Plan for 2008

Jesse noted that this agenda bullet could be skipped since the Increment/Decrement meeting was announced under Care Prioritization.

X. Financial Disclosure Forms

Jesse talked the group through completing financial disclosure forms.

XI. Standards of Care

The group reviewed the proposed Mental and Oral Health Standards. Jeff informed the group that mental and oral health providers were involved in revising the Standards. Jeff explained that Standards of Care are used so that all agencies receiving Ryan White funds are held responsible for a uniform baseline of care if they are to continue receiving funds. After these are approved by the Council, the Standards will go into contracts for agencies, and the Care staff will review their adherence to those Standards. Jesse added that they're not intended to be duplicative of other state and federal standards, hence their concision.

MOTION: Gerrie moved to approve the Oral and Mental Health Standards as written. Erick Seelbach seconded.

Discussion: Richard inquired if Standards need to have time frames explicitly stated. Jeff responded that if they are not explicitly stated, that the group decided it wasn't necessary. Jesse added that the General Standards of Care outline some time lines. Gerrie noted that general practice standards mandate some of those time lines, which the Standards of Care do not supersede.

☑ The motion passed unanimously with 19 in favor.

XII. SPG

- Jesse informed the group that the State Planning Group (SPG) is one level up from the Council, which is a community planning group. She indicated that there should be two Council representatives and one to two alternatives on SPG. Currently, the Council has one member (Kris Nyrop). Kris indicated that he was interested in continuing to serve on SPG. He noted that it has been suggested that each region send three representatives (health department, agency that does prevention, and a member of the community). He noted that Barb Gamble, who is also on SPG, can serve as the Public Health representative, that he was representing a community-based organization, and that Madeline Brooks was serving as a community member. He would like to serve as a community member since he is no longer affiliated with an agency.
- Justin Hahn announced that SPG meets about every other month, on the 4th Thursday of the month, 9 a.m. – 2:30 p.m. The group meets at the Holiday Inn in SeaTac. He noted that alternates are required to attend meetings only if the primary representatives are unable to. Alternates are invited to attend all meetings, but they wouldn't be able to vote or be reimbursed for mileage, etc. if the primary representatives are present. Barb added that SPG is the first line of reviewing and approving what is happening in terms of the State's application to the CDC. King County receives CDC funds through the State. The SPG looks at regional plans submitted to the State, and compiles them into one big plan to submit to the CDC. She noted that SPG does letters of concurrence and also does prioritization in terms of the State's priority populations.
- Erick Seelbach, Kate Elling, and Kris Nyrop expressed interest in SPG membership. Kris suggested that the group vote on this at the March meeting, to give people time to digest the information, and since the Council will be voting on Co-Chairs in March anyway.
- Jesse noted that SPG counts as a Council committee.

XIII. Co-Chairs

Jesse noted that the Council would need to elect Co-Chairs in March. One of the Co-Chairs is appointed by Public Health to represent Public Health (Bob Wood). The Council will need to elect:

- Prevention Community Co-Chair (currently, Kris Nyrop)
- Care Community Co-Chair (currently, David Richart)
- Care PLWH Co-Chair (currently, Tony Radovich)

All three noted their willingness to serve another term. Jesse informed the Council that none of the three Co-Chairs above could be employed by Public Health, and that they should be knowledgeable and willing to commit a considerable amount of time.

☛ **ACTION ITEM:** *Members who are interested in serving as Co-Chairs, or who would like to nominate another member should email Jesse by the 2/26 Executive Committee meeting so that they may be included in the March Planning Council packet.*

XIV. Other Business/Next Meeting

Harnik announced that it was a pleasure working with the Council for the past three years, and that he would miss the group.

Next Meeting: Monday, March 10, 2008, 4:00 – 6:30 p.m. at the **2100 Building, 2100 24th Ave. S., Seattle 98144**